



brighterbites®

## JOB ANNOUNCEMENT

### Operations and Procurement Supervisor, Houston (Full-Time)

#### About Brighter Bites

Brighter Bites is a nonprofit that creates communities of health through fresh food with the goal of changing behavior among children and their families to prevent obesity and achieve long-term health. Brighter Bites is an evidence-based, multi-component elementary school, preschool, and summer camp program that utilizes reliable access to fruits and vegetables, nutrition education, and consistent exposure to recipes and messages that feature fresh food.

To learn more about Brighter Bites visit

<https://brighterbites.org>.

#### Role

Overseen by a Senior Program Manager and Regional Program Director, the Operations Supervisor will play a key role in overseeing specific operational activities in Houston with primary responsibility for managing the day-to-day operations involving the planning, ordering, boxing/mixed pallet building, warehousing, and delivery of produce, along with supervising and training warehouse staff. The Operations Supervisor position requires excellent organizational, analytical, and interpersonal skills, along with a solid understanding of all aspects of the supply chain. This position works 100% on-site at the Houston Food Bank located at 535 Portwall St, Houston, TX 77029.

#### Position Description

- Works closely with the Houston Food Bank staff to ensure Brighter Bites operations run smoothly and efficiently. Collaborates with procurement, warehouse, and transportation teams. Fosters and grows Food Bank relationships on an ongoing basis.
- Owns the entire produce process - including managing the produce movement at the food bank, designing the weekly build, procuring outside produce, sourcing outside donations, maintaining a produce budget, and meeting produce KPIs.
- Coordinates with the Houston Food Bank and Brighter Bites programming staff to troubleshoot product delivery issues
- Supervises Brighter Bites warehouse staff - including training, mentoring, performance management, scheduling, and hiring.
- Implements and manages program operations policies. Maintains and improves efficiency of Standard Operating Procedures.
- Maintains inventory of operating supplies and organization of storage facilities.
- Leads volunteer recruitment for projects based at the food bank. Coordinates with Houston Food Bank Volunteer Services to schedule volunteer groups.

- Collaborates with Senior Program Managers and Houston Food Bank staff to create an efficient and operationally feasible programming schedule bi-annually.
- Supports special projects as needed, office management.

### Requirements / Qualifications

- Desire and passion for working with a mission-driven organization related to children and families.
- Warehousing/Logistics/Supply Chain experience. Produce experience is a plus.
- Experience managing groups of volunteers, interns, and/or employees.
- Strong relationship management and interpersonal skills.
- Strong project management skills, including a proven ability to meet deadlines in a fast-paced environment.
- Comfort reporting to multiple organizational stakeholders and collaborating across departments and teams.
- Ability to adapt communication and work style to a variety of audiences and stakeholders.
- Forklift certification preferred.
- Proficient in Microsoft and Google Suite.
- Experience with inventory management and ordering systems is a plus.

### Operational and Physical Requirements

- Must be able to work out of the Houston Food Bank.
- Must be able to lift 50lbs.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity, gender expression, sex, pregnancy, ancestry, domestic partner status, disability, sexual orientation, age, marital status, national origin, disability status, protected veteran status, or any other characteristic protected by law.

[\*To apply, submit your application here.\*](#)

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